

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 46360

Date: June 1, 2021

Re: Sole Source Certification Number 4400 to provide State-to-State (S2S) Verification Service Enhancements for the Mississippi Department of Public Safety

Contact Name: Evan Thiemann

Contact Phone Number: 601-432-8065

Contact E-mail Address: evan.thiemann@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4400 for the Mississippi Department of Public Safety (DPS), please be advised that ITS intends to award American Association of Motor Vehicle Administrators (AAMVA), as the sole source provider of State-to-State (S2S) Verification Service Enhancements through June 30, 2024, in an amount not to exceed \$110,000.00. Please be advised that ITS will determine if additional enhancements, upgrades, or support are within scope during the certification period and may increase the spending authority accordingly. Should American Association of Motor Vehicle Administration (AAMVA) change their name during this certification period, then ITS will determine if a recertification is necessary. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

AAMVA operates and maintains the S2S Verification Service for DPS and was procured as a sole source product in 2012. AAMVA designed, developed, installed, and currently hosts the S2S Verification Service for the DPS. The service was designed to provide driver license verification services to multiple states in a coalition under federal grant programs. State Driver License Agencies (DLA) currently exchange driver and vehicle information nationwide in real time via AAMVAnet services and systems. No other service or software is currently available that would serve the same purpose or provide the same functionality to multiple

states. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

This extension of services will allow Wisconsin to become part of the State-to-State Verification Services (S2S) project that created the State Pointer Exchange Service (SPEXS), which allows State Driver License Agencies (DLA) to query all other states before issuing a credential to a customer. The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

AAMVA warrants there are no resellers of the State-to-State Verification system. The Vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	06/01/21
Second Advertisement Date	06/08/21
Response Deadline From Objectors	06/15/21 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 06/16/21

Project Details

The Mississippi Department of Public Safety originally procured the S2S Verification Service from AAMVA as a sole source in 2012. A Software License and Hosting Agreement for \$28,516,445.00 was executed on October 15, 2012. Five Change Orders have been executed for enhancements and to extend the expiration date of maintenance and support for the system.

In April 2016, ITS issued Notice of Intent to Certify Sole Source Number 3896 for State-to-State (S2S) Verification Service enhancements through May 31, 2017 and received no objections. In January 2017, ITS issued Notice of Intent to Certify Sole Source Number 3971 for State-to-State (S2S) Verification Service enhancements through December 31, 2018 and received no objections. In August 2017, ITS issued Notice of Intent to Certify Sole Source Number 4030 for State-to-State (S2S) Verification Service enhancements through September 30, 2020 and received no objections. In August 2020, ITS issued Notice of Intent to Certify Sole Source Number 4336 for State-to-State (S2S) Verification Service enhancements through June 30, 2021 and received no objections.

On November 5, 2020, because of the COVID-19 Pandemic, face to face meetings became remote meetings and Amendment #1 to Change Order #5 was executed to reduce payment authority by \$55,444.00. The current Agreement expires June 30, 2021. This extension of services will allow Wisconsin to become part of the State-to-State Verification Services (S2S) project. The Mississippi Department of Public Safety has received \$35,634,793.72 in procurement approval to-date.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the State-to-State (S2S) Verification Service Enhancements should not be certified as a sole source should provide information in the following

format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to American Association of Motor Vehicle Administration..

1.1 Interested Party Information

1.1.1 Contact Name, Phone Number and email address

1.1.2 Company Website URL, if applicable

1.2 Objection to Sole Source Certification

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to Tuesday, June 15, 2021, at 3:00 p.m. (Central Time) to Evan Thiemann at evan.thiemann@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Evan Thiemann to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4 Interested Party responses should include the following information:

**SUBMITTED IN RESPONSE TO
Sole Source Certification No. 4400-46360
Accepted until June 15, 2021 @ 3:00 p.m.,
ATTENTION: Evan Thiemann**

If you have any questions concerning the information above or if we can be of further assistance, please contact Evan Thiemann at 601-432-8065 or via email at evan.thiemann@its.ms.gov.

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview



3771 Eastwood Drive
Jackson, Mississippi 39211
Phone 601-432-8000 Fax 601-713-6380

Sole Source Certification Request

Project Title: AAMVA Extension		Stimulus (ARRA) Funds? Yes <u>No</u> <u>X</u>	
Customer Contact Information			
Agency/Public University: MS Dept. of Public Safety Address: 3891 Highway 468 West Pearl, MS 39208		Contact Person: Tevin Coleman Phone: 601-933-2644 Email Address: Tcoleman@dps.ms.gov	
MAGIC Customer Number (only required from state agencies): 771		Division/Dept.: MIS Handmail: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): Extension of services provided by the American Association of Motor Vehicle Administrators (AAMVA) in support of the State-to-State (S2S) project that created the State Pointer Exchange Service (SPEXS) allowing state driver licenses agencies to query all other participating states for existence of a prior credential before issuing a new credential to a customer.			
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid):			
Cost Estimates <i>Fiscal Year</i>	Initial Costs	Ongoing Costs	Time Constraints Item Needed by: 07/01/2021 Funds Expire: 06/30/2022
FY22		\$110,000.00	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): 1 year Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds). 100% U.S. Department of Homeland Security Driver License Security Grant Program (DLSGP) funded
Total		\$110,000.00	
Acquisition Details			
Items Requested	Quantity	Description	Building Location(s)
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification: Software and hardware infrastructure provided by AAMVA.			
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)? The SPEXS has progressed from pilot to operation status and is enrolling additional states. Wisconsin (WI) has committed on implementing DHR and plans to complete its design and development by December 2021, followed by Casual and Structured testing with AAMVA.			
Sole Source Certification Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
Specific business requirements to be met by the requested products or services: AAMVA operates and maintains the S2S Verification Service for DPS and was procured as a sole source product in 2012. AAMVA designed, developed, installed, and currently hosts the S2S Verification Service for the DPS. The service was designed to provide driver license verification services to multiple states in a coalition under federal grant programs. State Driver License Agencies (DLA) currently exchange driver and vehicle information nationwide in real time via AAMVAnet services and systems. No other service or software is currently available that would serve the same purpose or provide the same functionality to multiple states. The customer's sole source certification request is included as Attachment A. s			
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): AAMVA operates and maintains the S2S Verification Service for the DPS and was procured as a sole source product in 2012. AAMVA designed, developed, installed, and currently hosts the S2S Verification Service for the DPS. The service was designed to provide driver license verification services to multiple states in a coalition under federal grant programs. State Driver License Agencies (DLA) currently exchange driver and vehicle information nationwide in real time via AAMVAnet services and systems. No other service or software is currently available that would serve the same purpose or provide the same functionality to multiple states.			
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): AAMVA warrants there are no resellers of the State-to-State Verification system..			
Vendor's Certification of Sole Source attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Vendor's proposal submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.			
Place Order To Vendor Name: AAMVA-3100011777 Vendor Address: 4401 Wilson Blvd. STE 700, Arlington, VA 22103		Remit To Vendor Name: AAMVA-3100011777 Vendor Address: 4401 Wilson Blvd. STE 700, Arlington, VA 22103	

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Clay Johnston, MIS Director
Name (Agency Head or Public University CIO)/Title

Clay Johnston 6.1.21
Signature Date



American Association of
Motor Vehicle Administrators

**safe drivers
safe vehicles
secure identities
saving lives!**

May 11, 2021

To Whom it May Concern:

This letter has been written to confirm that the American Association of Motor Vehicle Administrators (AAMVA), as current sole source contractor under Mississippi Project Number 38394, operates and maintains the State-to-State Verification Service for the Mississippi Department of Public Safety (MS DPS) and this service is operated as a sole source product. The database and software for the S2S Verification Service was developed by AAMVA for MS DPS exclusively for this purpose.

Under this contract, AAMVA designed, developed, installed, and currently hosts this service for MS DPS. In connection with this hosting, AAMVA is charged with the exclusive provision and maintenance of all hardware and software reasonably necessary to operate and maintain the S2S Service, including any software modifications deemed necessary during its operation.

This service was designed to provide verification services to multiple states in a coalition under federal grant, not just to MS DPS. AAMVA warrants that no other service or software is currently available that would serve the same purpose or provide the same functionality to multiple states. In addition AAMVA also warrants there are no resellers of the State-to State Verification system.

If you require additional information, please contact me, at 703-908-8289 or by email at pguiot@aamva.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Philippe Guiot', is positioned above the printed name.

Philippe Guiot
Chief Information Officer

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification

above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.